

**New Jersey State Planning Commission
Office of Smart Growth
Plan Endorsement Program
Approved October 17, 2007**

PRE-PETITION REQUIREMENTS

In order to initiate the plan endorsement process, a prospective petitioner must request a pre-petition meeting. The purpose of the pre-petition meeting is to gather a petitioner's planning documents for a preliminary review by the state agencies and to provide a forum for the petitioner and the state agencies to discuss the petitioner's planning aspirations as well the requirements and benefits of plan endorsement.

Submission of Letter and Planning Documents

The governing body of the petitioning entity shall submit a letter to the Office of Smart Growth (OSG) requesting a pre-petition meeting with OSG and the state agencies. Depending on the nature of the plan, a letter to request a pre-petition meeting shall be submitted accordingly:

- For a municipal plan or a neighborhood plan, the letter shall be submitted by the Mayor.
- For a county plan, the letter shall be submitted by the Board of Chosen Freeholders.
- For a regional plan, the letter shall be submitted by the respective governing bodies or regional agency, depending on the nature of the plan.
- For a special resource area plan, the letter shall be submitted by the regional agency or designated planning authority.

The letter should include a statement of goals and intent in pursuing Plan Endorsement, such as center designation or any proposed planning area changes, and be accompanied by submission of existing planning documents.

At the pre-petition stage, a petitioner is not required to create new planning documents, only to submit current or draft plans to the extent they exist, including:

- Most recent adopted Master Plan and any draft elements currently being considered
- Master Plan Reexamination Report(s)
- Official Map pursuant to N.J.S.A. 55D-32
- Land use map
- Zoning Ordinance and other land development standards
- Zoning map and schedule
- Natural Resource Inventory
- Recreation and Open Space Inventory (ROSI)
- Redevelopment and/or rehabilitation plan(s) adopted pursuant to the Local Redevelopment and Housing Law (LRHL)
- Resource protection ordinances
- Farmland Preservation/Agricultural Retention Plan
- Inventory of pending major subdivision and site plan applications
- Inventory of approved major subdivision and site plan projects for the past 5 years
- Board of Adjustment reports prepared for each of the past 5 years pursuant to NJSA 40:55D-70.1
- Annual reports of the Board of Health and Environmental Commission for the past 5 years
- Any enforcement actions taken by the NJ DEP

- Any other adopted planning documents (e.g. Stormwater Management Plan, Wastewater Management Plan, Capital Improvement Plan)
- If seeking center designation and/or planning area changes, a petitioner may submit a document outlining any proposed changes to existing planning areas in the State Plan or any proposed center designations.

Document Format Requirements

All petition documents shall be submitted in electronic format (on a CD) with one hard color copy. This format makes it easier to distribute documents among agencies and make them available to the public. OSG also requests that petitioners submit GIS shape files and mapping in digital form.

Pre-Petition materials should be sent to the following address:

NJ Department of Community Affairs
Office of Smart Growth
101 South Broad Street
PO Box 204
Trenton, NJ 08625-0204
Attn: Benjamin Spinelli, Executive Director

Pre-Petition Meeting

Within 30 days of receiving the letter requesting a pre-petition meeting and the petitioner's planning documents, OSG shall schedule a pre-petition meeting with the petitioner, state and regional agencies, and county representatives.

During the pre-petition meeting, OSG shall explain the goals, requirements, opportunities and benefits of Plan Endorsement and answer questions that the petitioner may have about the process. OSG will provide the petitioner with tools and educational materials to assist in achieving Plan Endorsement, as well as contact information for state agency representatives who will be working with the municipality throughout the Plan Endorsement process. OSG and state agencies will also discuss any preliminary concerns with the municipality's planning. The petitioner should be prepared to discuss their planning goals and objectives and what they seek to achieve through Plan Endorsement.

Who should attend the Pre-petition Meeting?

A member of the governing body or the planning board of the petitioning entity must attend the pre-petition meeting.

Additional Information

For your convenience, the Plan Endorsement Guidelines and supplemental materials are available on the Plan Endorsement page of the Office of Smart Growth's website at www.nj.gov/dca/osg/plan/endorsement.shtml.

Should you have any questions or concerns, please feel free to Alan Miller, Outreach Manager, at 609-777-3473 or via email at alan.miller@dca.state.nj.us.